

ACCOUNTING POLICY

TOPIC: Section 1 -- Business Standards 5.0	EFFECTIVE DATE: 6/14/83
TITLE: Delegation of Authority	REVISION DATE: 1/10/03
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BACKGROUND

Wisconsin Statute, Subsection 15.02 (4) provides in part that the head of an agency may delegate any function vested by law to any officer or employee of the agency. The delegation of some functions or authority for approval of certain actions is advantageous, if not necessary, for efficient operation of a large agency.

The following policy specifies actions for which approval authority is reserved or delegated to others until rescinded by the Secretary. Requests for approval of non-delegated actions will be referred to the Office of the Secretary.

POLICY

Effective immediately, the following actions are delegated to Division Administrators:

Employee Meals. The authority to approve requests for the reimbursement of meal expense incurred in the headquarters city of employees and non-state employees.

Meeting Locations. The authority to approve the use of private facilities for meetings, conferences or training sessions sponsored by the Department or organizational units thereof which are primarily attended by state employees.

Neither of these two authorities may be further delegated.

For specific procedures, please refer to **Section 12-Travel 1.6** (Headquarters city means and meeting locations-Delegation of Authority)

REFERENCES

DHFS Employee Handbook, Page B7

DHFS Supervisor's Manual, Chapter 228 (Reimbursement of Travel and Other Expenses)

Wisconsin Statutes, Subsection 15.02(4) (Internal Organization and allocation of functions)

DHFS APP **Section 12-Travel 1.6** (Headquarters city means and meeting locations-Delegation of Authority)

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